

EMPLOYMENT OPPORTUNITY

1. RPA #	4022-GCC
ANALYST'S INITIALS	PMC
DATE	09/02/04

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Office Technician	3. POSITION NUMBER 293-100-1139-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF CA Gambling Control Commission	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2465	
8. SEND APPLICATION TO: CA Gambling Control Commission Support Services Unit 2399 Gateway Oaks Dr. Suite 100 Sacramento, CA 95833 Nancy Bither	10. WORKING HOURS MON - FRI, DAYS - 08:00 - 05:00		TO \$2998	
	11. PUBLIC PHONE NUMBER (916) 263-0498			
	12. CALNET NUMBER (8)		14. FILE BY 9/16/04	

*****DRAFT: ORIGINAL DUTY STATEMENT TO BE UPDATED*****

Employment with the California Gambling Control Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. Jurisdiction, including jurisdiction over operation and concentration, and supervision over gambling establishments in this state and over all persons or things having to do with the operations of gambling establishments is vested in the Commission.

15. DUTIES

In order to provide the Commission's reception needs,

- Act as Commission receptionist at the public counter by use of the telephone and utilizing the ability to communicate effectively with the general public.
- Answers and screens telephone calls and personally provides assistance and general information to the general public and stakeholders based on knowledge of the Gambling Control Act and the Commission regulations. Refers more complex and programmatic inquiries to appropriate staff for response or action based on knowledge of departmental units and staff positions.
- Function as the first point of contact to the Commission and respond to as many requests for either information or material as possible using good judgment and based on knowledge of the Gambling Control Act and office policies and procedures.

In order to provide clerical support the Commission,

- Prepares and routes distribution packages that includes letters, memos, reports, and other types of documents by use of the copy machine, fax machine, postage machine, and interoffice mail system.
- Prepares travel expense claims for the auditors and Senior Management Auditor by using Word and utilizing knowledge of the state travel expense claim procedures.
- Prepares in final format various letters, reports, forms, charts, graphs, and other written materials for signature and distribution using Word and Excel.
- Reviews and proofreads outgoing correspondence and documents to ensure proper format, grammar, and spelling.

In order to provide clerical support to the Commission,

- Assists in duplicating Commission agenda and supporting documents for bi-monthly Commission meetings using office copy machine, automated document folding and inserting machine, and postage machine.
- Maintains various mailing databases with the most current information for Commission use using Excel and Access and utilizing an understanding of the Commission informational needs.

In order to provide technical and clerical support to the Commission,

- Act as training coordinator for the Commission utilizing knowledge of the state training and Commission procedures and using a high degree of independence.
- Maintains training records for all Commission staff using Excel or Access.
- Ensures payment for courses has been made and employees have been scheduled by consistently keeping track of schedules and effectively communicating with the accounting and budgeting staff.

In order to assist the Commission,

- Ensures all incoming mail is stamped and distributed accordingly in a timely manner using a high degree of efficiency.
- Maintains correspondence log using Excel.

In order to assist the Commission,

- Maintains the supply room inventory using an effective tracking system to ensure that the supply needs of Commission staff are met.
- Verifies all supply orders are received as complete for payment by independently ensuring that all supplies orders are received prior to approving payment.

16. KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Modern office methods, supplies, and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work; including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; apply specific laws, rules and office policies and procedures; meet and deal tactfully with the public; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

17. SPECIAL REQUIREMENT:

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

18. WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Activities take place at headquarters office during normal working hours, is a predominantly sedentary position that requires a negligible amount of lifting of up to 10 pounds of force. There will be an occasional need to drive to the Post Office for delivery or pick up of mail. Office equipment such as telephone, computer, and copy machine are used on a regular basis.

19. DESIRABLE QUALIFICATIONS:

- Education equivalent to completion of the twelfth grade.

20. SELECTION CRITERIA:

- ◆ Current California Gambling Control Commission employees who are Office Technicians or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply.
- ◆ Submit a standard state application to the above address.
- ◆ Applications will be screened and only the most qualified will be interviewed.